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8                   UNITED STATES DISTRICT COURT  
9                   WESTERN DISTRICT OF WASHINGTON  
10                  AT TACOMA

11 JUAN CORTEZ,

12                  Plaintiff,

13                  v.

14                  WASHINGTON ADMINISTRATIVE  
15                  SERVICES DIVISION et al.

16                  Defendants.

17                  CASE NO. C11-5681-RJB-JRC

18                  ORDER DIRECTING THE CLERK'S  
19                  OFFICE TO ATTEMPT SERVICE  
20                  BY MAIL

21                  This is a civil rights action brought pursuant to 42 U.S.C. § 1983. Plaintiff has been  
22 granted leave to proceed with this action in forma pauperis. The court, having reviewed  
23 Plaintiff's complaint, does hereby **ORDER** as follows:

24                  (1)        Service by Clerk

25                  The Clerk is directed to send the following to the named defendants by first class mail: a  
26 copy of plaintiff's civil rights complaint, a copy of this Order, two copies of the Notice of  
27 Lawsuit and Request for Waiver of Service of Summons, a Waiver of Service of Summons, and  
28 a return envelope, postage prepaid, addressed to the Clerk's Office.

1                   (2)     Response Required

2               Defendants shall have **thirty (30) days** within which to return the enclosed waiver of  
3 service of summons. A defendant who timely returns a signed waiver shall have **sixty (60) days**  
4 after the date designated on the notice of lawsuit to file and serve an answer to the amended  
5 complaint or a motion permitted under Rule 12 of the Federal Rules of Civil Procedure.

6               A defendant who fails to timely return a signed waiver will be personally served with a  
7 summons and complaint, and may be required to pay the full costs of such service, pursuant to  
8 Rule 4(d)(2). A defendant who has been personally served shall file an answer or motion  
9 permitted under Rule 12 within **thirty (30) days** after service.

10             (3)     Filing and Service by Parties, Generally

11             All attorneys admitted to practice before this court are required to file documents  
12 electronically via the court's CM/ECF system. Counsel is directed to the Court's website,  
13 [www.wawd.uscourts.gov](http://www.wawd.uscourts.gov), for a detailed description of the requirements for filing via CM/ECF.  
14 All non-attorneys, such as *pro se* parties and/or prisoners, may continue to file a paper original  
15 with the Clerk. All filings, whether filed electronically or in traditional paper format, must  
16 indicate in the upper right hand corner the name of the Magistrate Judge to whom the document  
17 is directed.

18             For any party filing electronically, when the total of all pages of a filing exceeds fifty  
19 (50) pages in length, a paper copy of the document (with tabs or other organizing aids as  
20 necessary) shall be delivered to the Clerk's Office for chambers. The chambers copy must be  
21 clearly marked with the works "Courtesy Copy of Electronic Filing for Chambers."

22             Finally, any document filed with the court must be accompanied by proof that it has been  
23 served upon all parties that have entered a notice of appearance in the underlying matter.

1                   (4)     Motions

2         Regarding the filing of motions before the court, the parties are directed to review Local  
3 Rule CR 7 in its entirety. A few important points are highlighted below:

4         Any request for court action shall be set forth in a motion, properly filed and served.  
5 Pursuant to amended Local Rule CR 7(b), any argument being offered in support of a motion  
6 shall be submitted as a part of the motion itself and not in a separate document. **The motion**  
7 **shall include in its caption (immediately below the title of the motion) a designation of the**  
8 **date the motion is to be noted for consideration upon the court's motion calendar.**

9         In all instances where one of the parties to a lawsuit is incarcerated, **all** categories of non-  
10 dispositive motions not listed in Local Rule CR 7(d)(1) must be noted for the third Friday after  
11 the date of filing and service. This applies to all non-dispositive motions, even those which are  
12 normally (if none of the parties are incarcerated) permitted to be noted 7 judicial days after  
13 filing. *See* Local Rule CR 7(d)(2).

14         All dispositive motions shall be noted for consideration no earlier than the fourth Friday  
15 following filing and service of the motion.

16                   (5)     Motions for Summary Judgment

17         If one of the parties files a motion for summary judgment pursuant to Federal Rules of  
18 Civil Procedure 56, the opposing party should acquaint him/herself with Rule 56. Rule 56  
19 requires a nonmoving party to submit affidavits or other evidence in opposition to a motion for  
20 summary judgment if the moving party has shown the absence of issues of material fact and an  
21 entitlement to judgment as a matter of law. A nonmoving party may not rest upon the mere  
22 allegations or denials of prior pleadings. Rather, successful opposition to a motion for summary  
23 judgment requires the nonmoving party to set forth, through affidavits or other evidence, specific

1 facts showing a genuine issue for trial. Failure by the nonmoving party to oppose a summary  
2 judgment motion or to present counter evidence could result in the court accepting the moving  
3 party's evidence as the truth, and entering final judgment in favor of the moving party without a  
4 full trial. Rand v. Rowland, 113 F.3d 1520 (9th Cir. 1997).

5 (6) Direct Communications with District Judge or Magistrate Judge

6 No direct communication is to take place with the District Judge or Magistrate Judge with  
7 regard to this case. All relevant information and papers are to be directed to the Clerk.

8 (7) Clerk's Action

9 The Clerk is directed to send copies of this Order and of the General Order issued by the  
10 Magistrate Judges to Plaintiff.

11 DATED this 27th day of September, 2011.

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13 J. Richard Creatura  
14 United States Magistrate Judge

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